

Food with Care

Child and Adult Care Food Program

Bureau of Nutrition Programs and School Transportation • Iowa Department of Education

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The “411” on Cleaning and Sanitizing

Do you ever find yourself wondering...“if one cup of cleaning solution is good....2 cups must be even better” or “I could save time and effort if I combine the three sink method for washing dishes into two steps?” Stop the presses...hold the phone! These are just a few of the misconceptions that can lead to inadequate cleaning, ineffective sanitation, and equipment damage. The following information explains the reasons behind the cleaning and sanitizing recommendations.

Cleaning and Sanitizing: What’s the Difference?

There are two steps to having a clean and sanitary kitchen. The first step is “*cleaning*” and the second step “*sanitizing*.” The cleaning process involves washing surfaces with warm, soapy water and rinsing to remove the soap and remaining food residue, grease, and dirt. Cleaning removes what you can see. Sanitizing takes place after cleaning and removes or kills the organisms you cannot see. Although the two are linked, they are separate processes. Surfaces must be cleaned for sanitizing to be effective.

Cleaning

Most surfaces that have been soiled or contaminated may be cleaned with the proper use of cleaning agents. Detergents are cleaning agents that have the ability to remove contamination and soil. They aren’t designed to kill bacteria, but instead act as a surfactant to lift dirt and germs off a surface so that they can be rinsed away. When detergent is combined with action, a cleaner surface is produced.

Sanitizing

The last step in the cleaning process is sanitation. In order to sanitize a surface effectively, it must be clean. If a sanitizer is applied to a soiled surface, it will not be able to penetrate the soil and inactivate the microorganisms. The soil renders the sanitizer ineffective. Therefore, it is imperative that a surface be clean before sanitizer is applied.

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Chemical sanitizing generally involves either immersing the object in a sanitizing solution for a specific amount of time or spraying/wiping the object with the solution and allowing it to air-dry. Chemical sanitizers differ in their effectiveness on certain organisms and in the concentration, temperature, and contact time required to kill bacteria. Common chemical sanitizers include chlorine, iodine, and quaternary ammonium compounds or “quats.” Two most common chemical sanitizers seen in food service are chlorine and “quats.”

Chlorine is most commonly used and is the cheapest. It is effective in hard water, but is inactivated by hot water above 120°F. Chlorine bleach solutions must be tested regularly and changed as necessary to ensure that the solution is working to sanitize. Using too much chlorine in a solution can pit stainless steel and aluminum surfaces and irritate skin, while using too little will not sanitize the surface.

Quaternary Ammonium or Quats are generally odorless, colorless, non-irritating, and deodorizing. They also have some detergent action and they are good disinfectants. This sanitizer is not as quickly inactivated by food particles as chlorine solution and is non-corrosive to metal surfaces. However, some quaternary ammonium compounds are inactivated in the presence of some soaps or soap residues. Other disadvantages are, it leaves a film and does not kill certain types of microorganisms, the antibacterial activity is reduced in the presence of organic matter (dust/skin) and hard water can also reduce its effectiveness. Because of these considerations, careful product selection is important. The exposure time necessary for surface and immersion will vary; follow manufacturer’s instructions.

*** For all sanitizers, follow manufacturer’s label directions for mixing the solution and allowing for the required surface contact time.**

The process used in **manual dishwashing** involves the following steps:

1. Rinse, scrape, or soak all items before washing.
2. Wash items in the first sink with the detergent solution. Water temperature should be at least 110°F. Use a brush, cloth, or scrubber to loosen soil. Replace detergent solution when suds are gone or water is dirty.

3. Immerse or spray-rinse items in second sink. Water temperature should be at least 110°F. Remove all traces of food and detergent. If using immersion, replace water when it becomes cloudy, dirty, or suds appear.
4. Immerse items in third sink filled with hot water or a chemical-sanitizing solution. If hot water immersion is used, the water temperature must be at least 171°F. Items must be immersed for 30 seconds. If chemical sanitizing is used, the sanitizer must be mixed at the proper concentration. (Check at regular intervals with a test kit). If using bleach, use 1 Tablespoon bleach per gallon of cool water and allow items to be immersed for 1 minute. Water must be correct temperature for the sanitizer used. Air-dry all items on a drain board. Do not use towels to dry items.

Helpful Hints

1. More is NOT better. Sanitizing solutions must be correctly prepared to be effective. Follow the manufacturer’s instructions when preparing sanitizing solutions, and check the concentration of the sanitizer using a test kit. Using too high a concentration can result in off-flavors or odors in foods, can corrode equipment, waste money, and violate local health department rules.
2. Don’t cross contaminate with cleaning cloths. Use separate cloths for cleaning and sanitizing. Store cloths in sanitizing solution between uses. Prepare fresh sanitizing solution regularly.
3. Closely follow the temperature recommendations for sanitizing agents. Very hot water, above 120°F, may prevent chlorine bleach from sanitizing.
4. When detergents, used for cleaning dishes, mixes with chlorine bleach in the sanitizing rinse, it disables the chlorine part of the bleach and renders it ineffective as a sanitizer.
5. If soapsuds disappear in the wash water or appear in the rinse water, the water temperature cools, or the water becomes dirty or cloudy, drain and refill with clean water.
6. Containers should be labeled to identify contents and directions for use.
7. Air-dry all items on a drain board. Wiping or drying the equipment with towels can recontaminate equipment and can remove the sanitizing solution from the surfaces before it has finished

Continued on Page 3

working. Cloth towels are notorious at harboring germs and transferring them from one surface to another.

8. Not all bleaches are the same. Bleaches registered with the EPA will have the EPA symbol on the bottle label. The bleach must contain 5.25% or 6% sodium hypochlorite in order to be an effective sanitizer. DO NOT use scented bleach.

The director and employees share responsibilities for knowing and using standard procedures for a clean and sanitary food service. Food safety is everyone's business. To have a safe environment every person in food service must be properly trained and committed to high standards of cleaning and sanitation.

Center Sponsor Workshop

A workshop featuring requirements for CACFP center sponsor institutions was offered on January 25, 2006. Participants from over 75% of the center sponsors in the state were in attendance. Requirements related to the 2nd Interim Rule, communicated through memos over the last year, were reviewed and updates were provided. A memo was sent in March 2006 for sponsors that did not attend. A summary of the new information that was covered follows:

New Information:

- An updated sample enrollment form is located at <http://www.state.ia.us/educate/ecese/fn/cacfp/resources.html> under “Forms.”
- Sponsors **must** complete the updated “Tracking Worksheet for Training Requirements” for all key CACFP staff. The updated form can be downloaded from the web at http://www.state.ia.us/educate/ecese/fn/cacfp/cntr_resources.html under “Forms.” Completion of this form is in addition to the usual training documentation. Usual training documentation consists of sign-in sheets with copies of handouts given during the training, certificates, and/or new employee orientation checklists. Forms to document training may be found in the new “10 Steps to Success in the CACFP” manual, pgs 149-151.

- Please use the updated sponsored center site review form, available online at http://www.state.ia.us/educate/ecese/fn/cacfp/cntr_resources.html under “Forms.” Site reviews **must** include a 5-day reconciliation of meal counts, attendance, and enrollment.
- A form to complete 5-day reconciliations is located at the web address above under “Forms.” **Reconciliations must be done on 10% or a minimum of five children at each site.**
- The review form has been updated to include items to focus on during a review after you identify a block claim. These items are marked with two asterisks**. These also relate to household contacts.

For Adults Only

Many comments from the Adult Day Services ICN on February 9th, 2006 focused on a thank you for providing information that was strictly adult orientated. In efforts to continue that trend, the 2006 CACFP Short Course agenda will give more training opportunities for staff of Adult Day Services.

Topics for break out sessions on July 12th and July 13th, 2006 will include Adult Care Resources, Offer versus Serve in Adult Day Care, Building Human Resources, Food Purchasing, Family Style Meal Service, and use of the Food Buying Guide.

Staff training for Record Keeping, Menu Planning, and Food Production Records is still available through "Steps to CACFP Success" ICN workshops.

Adult Centers were recently mailed an Adult Day Care Resource Manual. This resource manual is a useful tool for planning nutritious meals and snacks for the adults in your care. Providing safe, nutritious, and appealing meals in a pleasant atmosphere to older adults and adults with disabilities is your opportunity to make a difference—and that makes your job very important!

Upcoming CACFP Training Opportunities

“Steps to CACFP Success” Workshop • 6/13/06 & 9/12/06 • 8:15 a.m. - 4:30 p.m.

This redesigned workshop replaces the Record Keeping, Menu Planning, Food Production and Infant Workshops. You can attend one or more sessions. Registration materials, session descriptions and who should attend are available online at: <http://www.state.ia.us/educate/ecese/fn/cacfp/training.html>.

“Infant Nutrition” • 6/29/06 and “Preschool Nutrition” • 6/30/06

These workshops are sponsored in conjunction with the Iowa Department of Health and take place on the campus of the Des Moines Area Community College (DMACC). Registration materials will be mailed later this spring.



“CACFP Summer Short Courses” • 7/11/06 & 7/12/06 • 7/13/06 (optional 3rd day)

Summer Short Courses are just around the corner, so mark your calendar. Back by popular demand, we have trainers from the National Food Service Management Institute (NFSMI) on several CACFP resources they have developed for Food Program participants. Consultants from the Bureau of Nutrition Programs and School Transportation will also present several workshops and be on hand to answer your questions.

Day 1-July 11 • 8:30 a.m. - 4:30 p.m.	Day 2-July 12 • 8:00 a.m. - 4:30 p.m.
Wash Your Hands	Child Care Nutrition Resources or Adult Care Resources
Food Safety	Requirements for Center Sponsors or Surviving your CACFP Review / Q&A
Fruit and Vegetables Galore	Infant Feeding or Offer versus Serve in Adult Day Care
Short Cuts in CACFP! Really?	Building Human Resources
Standardized Recipes & Recipe Exchange	Food Purchasing for Centers or Family Style Meal Service & Introducing New Foods

National speakers

Breakout Sessions for Child Care and Adult Day Care

Day 3-July 13 • Optional • 8:30 a.m. – 12:00 p.m.
Using the Food Buying Guide
Basic Math

NEW! Optional 3rd Day

Short courses will take place at the Iowa State University Campus, Scheman Auditorium in Ames. Registration materials have been mailed this spring or may be downloaded from our website at <http://www.state.ia.us/educate/ecese/fn/shortcourses/cacfpssc.html>. There is a charge for this workshop. You may register for day three only, if desired. Hope to see you there!

New Form

“Free and Reduced-Price Application Q&A” • 8/2/2006 • 8/15/2006 • 8:30 a.m. – Noon

This workshop will acquaint you with the new free and reduced-price application form to be introduced later this year. In addition, the basic procedures and common questions regarding approval of free and reduced-price applications will be covered. Attendance is strongly encouraged.

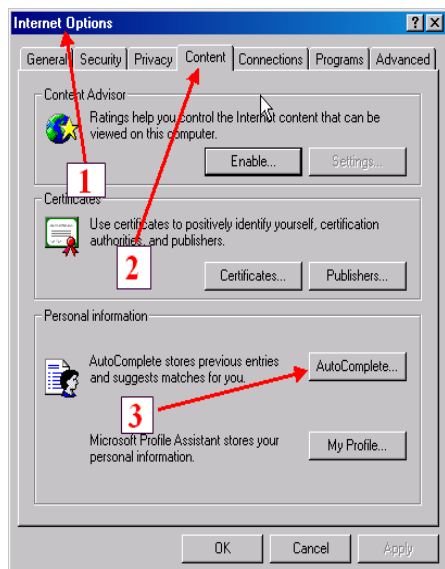
New Procedures

“CACFP Application Renewal Q&A” • 8/2/2006 • 8/15/2006 • 12:30 p.m. – 3:45 p.m.

Application renewal procedures, that are expected to be significantly different this year, will be discussed. Attendance is strongly encouraged.

Using AutoComplete for Passwords in Internet Explorer

Most Centers enter claims using Microsoft's Internet Explorer (IE). Your IE is set up to recognize new usernames (or login ids) and passwords and then store them to memory. The following is Part 3 in a three part series on Internet Explorer AutoComplete for passwords. **Have you changed your mind and want Internet Explorer AutoComplete to remember your username and password? (Part 3)**

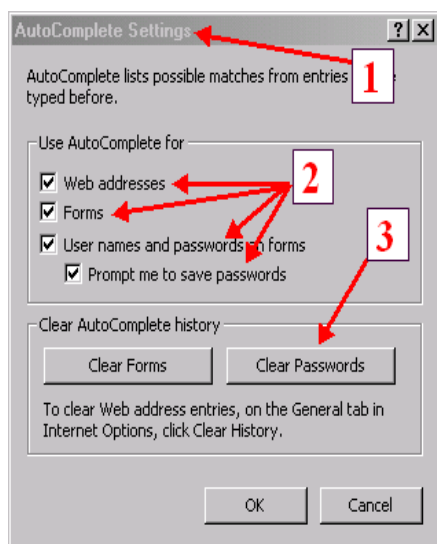


Example A

PLEASE NOTE: Before changing any Options on your computer please check with your Computer Technician contact.

The following instructions will re-set **all** passwords that are stored within the Internet Explorers AutoComplete memory. If you have other programs with username and password within Internet Explorer, please be sure you have that information available to re-enter.

Open Internet Explorer. Choose “**Tools**” from the menu bar. Then click on the “**Internet Options**” option from the “Tools” menu. Which will introduce a pop-up window titled “**Internet Options**” (see Example A-1). If you will notice there are several tabs at the top of this pop-up window. Click on the tab titled “**Content**” (see Example A-2). Then in the “**Personal Information**” area there is a button called “**AutoComplete...**” (see Example A-3).



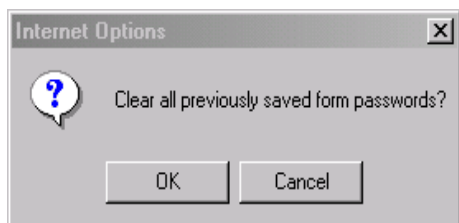
Example B

Click on this button, which will bring up a new pop up window called “**AutoComplete Settings**” (see Example B-1). Then under the “**Use Autocomplete for**” area, place a check mark for each option(s) (see Example B-2). Next, under the “**Clear Autocomplete history**” area, click on the “**Clear Passwords**” button (see Example B-3).

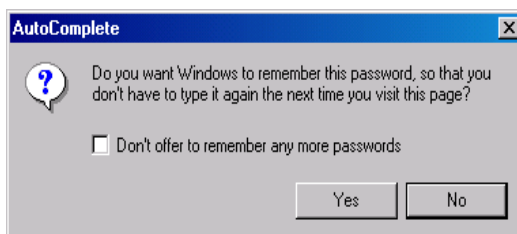
This will bring up a help window asking if you are sure you want to clear passwords (see Example C). You will click on the “OK” button. Next, click on the “OK” button on the bottom of the “**AutoComplete Settings**” pop-up window, and then click on the “OK” button on the bottom of the “**Internet Options**” pop-up window.

Now when you go into any of our websites, the AutoComplete window should appear for you to enter your Username and Password. (see Example D). Click on the button named “**Yes**” and your Username and Password will be saved into Internet Explorer's Autocomplete memory.

Please send us questions you have about using our website(s) and we will attempt to answer them via email, newsletter or both. Please send your questions to ellen.miller@iowa.gov



Example C



Example D

What You Will Find at the Monthly Claim Website

The CACFP manual “10 Steps to Success in the CACFP” and other important resources can be accessed at <https://www.edinfo.state.ia.us/CNP/splash.asp> (the monthly claim website.) Go to your Centers application and click on green button Form Download and choose the PDF document you would like to view or print.

Institution Info.	
Institution Name	Agency
COUNTY DAY CARE	

Application	
GO! Sponsor Profile	
GO! Authorized Signatures	
GO! Sponsor Application	Approved Date: 09/23/2009
GO! Center Sites	
GO! Center Sponsor Budget	
GO! Checklist	
Click Here	Transaction History Report
GO!	Form Download

Revised Civil Rights Requirements

The U.S. Office of Civil Rights has recently implemented a few changes in Civil Rights requirements; these changes apply to all Child Nutrition Programs (CNP); The Child and Adult Care Food Program is a CNP. To comply with recently changed Civil Rights requirements, you must add the revised Civil Rights Statement to all future publications:

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity employer."

Additionally, new USDA Civil Rights posters are being revised to reflect the current phone numbers and address. The State Agency will send you revised posters when they are available from USDA. Replace all previous “And Justice For All” Civil Rights posters with the “**new**” revised Civil Rights poster. The timeline for distribution of the posters has not yet been announced.

CACFP Staff Directory

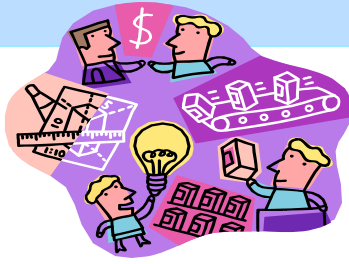
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Support Staff

Janelle Loney, Secretary	Janelle.Loney@iowa.gov	515-281-5356
Mary Jo Clark, Clerical	MaryJo.Clark@iowa.gov	515-281-4751
Pamela Taylor, Accountant	Pamela.M.Taylor@iowa.gov	515-281-3487

Team Nutrition Mini-Grant Ideas

Several CACFP sponsors have used Team Nutrition mini-grants to fund special activities including:



- ✓ Traveling backpack with a book, activity, and supplies for parent and child to do the nutrition activity or physical activity together at home.
- ✓ Nutrition books to read prior to tasting some new foods.
- ✓ Food models for use in nutrition education and dramatic play areas.
- ✓ Physical activity music and small inventory of jump ropes, balls, or hula-hoops.
- ✓ New MyPyramid posters or plexi-glass models.
- ✓ Classroom resource kits to rotate among classrooms for nutrition education units.

If you have not enrolled in Team Nutrition, you can find the enrollment form at:

<http://www.state.ia.us/educate/ecese/fn/tn/documents.html> under documents. Once you are enrolled you can apply for a Team Nutrition mini-grant of \$200-\$500 based on whether you are an Independent Center or a Center Sponsor. You will also find an example of a CACFP mini-grant form at the web address above.

“In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity employer.”

It is the policy of the Iowa Department of Education not to discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age or marital status in its programs or employment practices. If you have questions or grievances related to this policy, please contact the Legal Consultant, Department of Education, Grimes State Office Building.

Julia's Tidbits

The meal pattern requirements for CACFP and the other USDA Child Nutrition Programs are set in law and federal regulations. The meal patterns are designed to meet the nutritional needs of participating children. Each time USDA revises the Dietary Guidelines for Americans, USDA looks closely at the changes to determine if adjustments to the meal patterns are warranted.

Following the release of the 2005 Dietary Guidelines, USDA convened a task force, to review the new recommendations. As part of identifying potential changes, USDA is considering the administrative aspects – from cost, to burden, to feasibility; customers/target population aspects – including implications for participation and customer satisfaction; and the overall net value of any changes that might be proposed. Specific recommendations for change are not yet known. It is expected that there will be some changes for school meal programs. Whether or not there will also be recommendations for change within the CACFP meal patterns is more uncertain.

Some of the Dietary Guideline recommendations are not significantly different from the current menu planning concepts and could easily be incorporated into the existing CACFP meal pattern. These recommendations also include many of the same concepts as the USDA Team Nutrition messages: eat a variety of foods; eat more fruits, vegetables and whole grains; eat lower fat foods more often; get your calcium-rich foods; and be physically active.

The 2005 Dietary Guideline recommendations divide vegetables into five sub-groups: dark green, orange, starchy, legumes, and other vegetables. Planning menus with a wide variety of vegetables and frequently offering the more nutrient rich vegetables increases nutritional quality and acceptance. Three other recommendations with applicability to CACFP, include limiting added sodium, making ½ the grain servings whole grains, and limiting intake of certain fats.

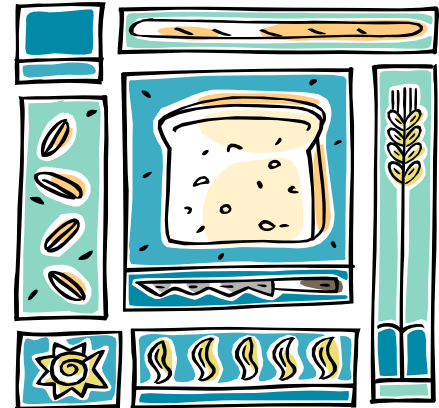
As CACFP program sponsors and providers, you help to lay the groundwork for a lifetime of good eating habits by introducing young people to a wide variety of foods.

Serve Whole Grains (at least) Half the Time

That's good advice from the new dietary guidelines. Whole grains contain the entire grain kernel -- the bran, germ, and endosperm.

Examples

whole-wheat flour	whole grain barley
bulgur (cracked wheat)	whole grain cornmeal
oatmeal	whole rye
whole cornmeal	<u>whole wheat bread</u>
brown rice	whole wheat crackers
buckwheat	whole wheat pasta
<u>oatmeal</u>	whole wheat sandwich buns and rolls
<u>popcorn</u> (non-creditable)	whole wheat tortillas
<u>whole grain cereal flakes</u>	wild rice



Tips

- To eat more whole grains, substitute a whole-grain product for a refined product – like eating whole-wheat bread instead of white bread or brown rice instead of white rice. Be sure to *substitute* the whole-grain product for the refined one, rather than *adding* the whole-grain product.
- For a change, try brown rice or whole-wheat pasta.
- Use whole grains in mixed dishes, such as barley in vegetable soup or stews and bulgur wheat in casserole or stir-fries.
- Create a whole grain pilaf with a mixture of barley, wild rice, brown rice, broth and spices.
- Experiment by substituting whole wheat or oat flour for half the flour in pancake, muffin, cookie or other recipes. (They may need a bit more leavening.)
- Use whole-grain bread or cracker crumbs in meatloaf.
- Try rolled oats or a crushed, unsweetened whole grain cereal as breading for baked chicken or fish.
- Serve ready-to-eat, whole grain cereals like toasted oat cereal.
- Try a whole-grain snack chip, such as baked tortilla chips or crackers.



What to Look for on the Food Label

Choose foods that name one of the following whole-grain ingredients *first* on the ingredient label:

- | | |
|--------------------|---------------|
| “brown rice” | “whole oats” |
| “bulgur” | “whole rye” |
| “graham flour” | “whole wheat” |
| “oatmeal” | “wild rice” |
| “whole-grain corn” | |
- Foods with the words “multi-grain,” “stone-ground,” “100% wheat,” “cracked wheat,” “seven-grain,” or “bran” are usually *not* whole-grain products.
 - Color is not an indication of a whole grain. Bread can be brown because of molasses or other added ingredients. Read the ingredient list to see if it is a whole grain.
 - Use the Nutrition Facts label and choose products with a higher % Daily Value (%DV) for fiber – the %DV for fiber is a clue to the amount of whole grain in the product.

Whole Grain Tips for Children

- Set a good example for children by eating whole grains with meals or as snacks.
- Let children choose and help prepare a whole grain food.
- Teach older children to read the ingredient list and choose cereals, bread, and snacks with whole grains at the top of the list.

Limits Expanded for Children

Receiving Meals in Emergency

Shelters, 7 CFR Part 226 RIN 0584-AD56

The interim rule is effective February 2, 2006. This interim rule extends eligibility for participation to emergency shelters that primarily serve children through age 18 who are homeless and seeking shelter without their families. These changes are expected to increase the number of emergency shelters that will be eligible to participate in CACFP as well as the number of homeless children that will have access to free, nutritious meals. Thus for shelters currently on the program, you are **now able to claim children, usually from the age of 13-18, who are seeking shelter without their families.**

Remember your responsibility to insure that each meal claimed is a reimbursable meal. CACFP regulations require all children be served meals that meet minimum serving sizes for all the components or that the meal be served family style with the minimum of each component on the table for the number of participants. Staff responsible for serving and recording those meals served and claimed **must be adequately trained** in the meal pattern and serving serving sizes. Production records are not required

Tips for Infant Feeding

Water to use when mixing with formula

There are several key points to remember regarding water used to mix with formula.

1. The water must be from a safe source.
2. Sterilize all water regardless of the source, by boiling for 1 to 2 minutes, and allowing it to cool. Do not boil water over 5 minutes or lead and nitrates may be concentrated.
3. If tap water is used, use only cold water that has run for 2 minutes, to reduce lead from the pipes.

Bottled water labeled as intended for infant use must meet the standards established for tap water by the Environmental Protection Agency. Boil this water for one minute before mixing with the infant formula. Caution should be used in selecting other bottled water products. If you have further questions regarding this topic, contact the State Agency.

At-Risk and Outside School Hours Programs

Have you tried these snack ideas?

Pepper (green, yellow and/or red), Pineapple and Ham Pita Pizza* Milk	Fruit Smoothie* Vanilla Wafers
Watermelon Boat (watermelon, cantaloupe, oranges) Milk	Hash Browns Cheese Water
Summer Vegetable Plate (cauliflower, broccoli, baby carrots) Ranch dressing Vegetable crackers Water	Bread Sticks* Marinara Sauce Water
Blueberry Muffin Milk	Tortilla Rollups with ham slices Fresh fruit mix (banana, grapes, kiwi, pears)
Pasta Vegetable Soup with croutons* (Activity) Water	Baked Sweet Potato Coins* Milk

*Recipes can be found on the Physical Activities and Healthy Snacks for Young Children cards at <http://www.state.ia.us/educate/ecese/fn/tn/EarlyChildhood/Set1.pdf>

Snack Meal Pattern and Minimum Serving Sizes for School age Children

(Select 2 of these 4 components)

Milk, fluid	1 cup
Meat or Meat Alternate ①	1 ounce
Juice or Fruit or Vegetable	¾ cup
Bread or Grain	
Bread	1 slice
Cereal: Cold dry or	¾ cup ②
Hot cooked	½ cup

① Yogurt may be used as a meat/meat alternate in the snack. You may serve 4 ounces (weight) or ½ cup (volume) of plain, or sweetened and flavored yogurt to fulfill the equivalent of 1 ounce of the meat/meat alternate component.

② ¾ cup (volume) or 1 ounce (weight), whichever is less.

Check Out The Bureau's Library

Multimedia Reservation Form Bureau of Nutrition Programs and School Transportation

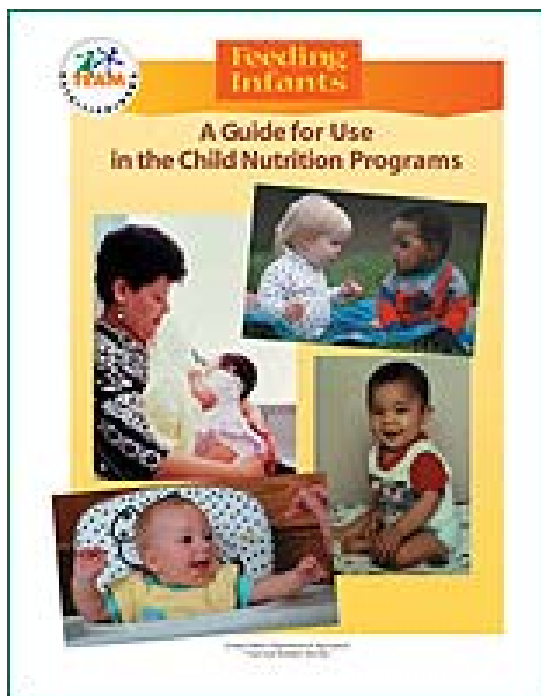
Center Resources

Needing Menu Ideas? Perhaps ideas for Family Style Meal Service or the most recent sample of the required Child Care Enrollment form. These resources and many more are available on the Bureau of Nutrition's website. You can download this information to your computer at <http://www.state.ia.us/educate/ecese/fn/cacfp/resources.html>

Feeding Infants Guide

USDA published the Feeding Infants guide. This manual provides additional guidance for centers providing infant care. Practices described in this manual must be followed by any center providing care for infants.

Practices described in the manual: "Feeding Infants: A Guide for use in the Child Nutrition Programs" must be followed.



Available at:
http://www.fns.usda.gov/tn/Resources/feeding_infants.html

Your name _____

Title _____

Phone () _____

Email _____

Agreement # _____

Mailing Address:

School/
Organization _____

Street _____

City _____ IA Zip _____

Your Request: We will make very effort to provide the material you request for the time you want. If the material is already taken, we will contact you by email to suggest another selection. **Material must be retained no later than 2 weeks after receipt!**

Loan # and Material title (s) (Please include both):

1 _____

2 _____

Training objectives:

Date(s) of use _____

Alternate date(s) _____

Group(s) to be trained _____

Approximate size of group(s) _____

Mail to: Mary Jo Clark
Bureau of Nutrition Programs and
School Transportation
Grimes State Office Building
400 E. 14th Street
Des Moines, IA 50319-0146

Or FAX to: Mary Jo Clark at 515-281-6548
If you have questions, please call Mary Jo at 515-281-4751 or e-mail: maryjo.clark@iowa.gov